

## Practical Exercise: Final Group Exercise #1

**Title:** Group Study

**Objective:** At the completion of this case study the group should demonstrate a capacity to perform the actions in DPAS necessary to take a group of assets from cradle to grave.

**Prerequisites:**

**Requirements:** The group will be required to complete all transactions, which will be presented and explained to the class at the completion of the study.

**References:** Reference in the manual phase one/phase two/phase three.

**Policies/Procedures:** Follow the correct policies and procedures of your activity or command.

**Scenario:** You have received a new requirement for 9 new IT assets and 6 new NON-IT assets for 3 newly assigned Hand Receipt Holders. Accounts for these Hand Receipt Holders have not been previously established and the assets they have requested have never been procured prior to this requirement.

**Instructions:** Make the appropriate entries in DPAS to take these requisitioned items from cradle to grave.

**Given:** The assets you have requisitioned and received are as follows:

3 CPU's	\$2,600.00 each
3 Monitors	\$600.00 each
3 Servers	\$133,000.00 each (purchased with capital funds)
3 Vehicles	\$17,388.00 each
3 Copiers	\$4,500.00 each (leased equipment)

**Summary:** You must show that you have completed one each of the following actions on your assets by running the appropriate report or inquiry.

Hand Receipt Holder Transfer	Serial Number Change
Activating An Asset For Depreciation	Set Up Warranty Information On The Server
Location Change	Set Up Lease Information On The Copiers
Price Adjustment	Reporting An Asset For Excess
Stock Number Change	Processing A Turn-In Action
Bar Code Change	Processing A Transfer Out Action

**Class Discussion:** Q & A

## Practical Exercise: Final Group Exercise #2

**Title:** Group Study

**Objective:** At the completion of this case study the group should demonstrate a capacity to perform the actions in DPAS necessary to take a group of assets from cradle to grave.

**Prerequisites:** The items must be on the catalog prior to adding the items to the property book.

**Requirements:** The group will be required to complete all, which will be presented and explained to the class at the completion of the study.

**References:** Reference in the manual phase one/phase two/phase three.

**Policies/Procedures:** Follow the correct policies and procedures of your activity and/or command.

**Scenario:** You have received a new requirement for 9 new IT assets and 8 new NON-IT assets from 3 newly assigned Hand Receipt Holders. Accounts for these Hand Receipt Holders have not been previously established and the assets they have requested have never been procured prior to this requirement.

**Instructions:** Make the appropriate entries in DPAS to take these requisitioned items from cradle to grave.

**Given:** The assets you have requisitioned and received are as follows:

3 CPU's	\$2,600.00 each
3 Monitors	\$600.00 each
3 Servers	\$133,000.00 each (purchased with capital funds)
3 Cars	\$21,388.00 each (leased)
3 Copiers	\$4,500.00 each (leased equipment)
1 Pallet Lift	\$1,503.00 each
1 Electric Floodlight	\$1,532.00 each

**Summary:** You must show that you have completed one each of the following actions on your assets by running the appropriate report or inquiry.

Hand Receipt Holder Transfer	Serial Number Change
Activating An Asset For Depreciation	Set Up Warranty Information On The Server
Location Change	Set Up Lease Information On The Copiers
Price Adjustment	Reporting An Asset For Excess
Stock Number Change	Processing A Turn-In Action
Bar Code Change	Processing A Transfer Out Action

**Class Discussion:** Q & A